

Town of Easton

Board of Finance

Budget Calendar 2021/2022

To: Town Departments

Subject: **Budget Guide - Calendar 2021/2022**

January 4 Issue budget forms and instructions to Departments

January 4– February 1 Departments:
 1) prepare budget requests
 2) review requests with the First Selectman

February 1 Departments: return signed forms to
 Finance Director for summarization

February 26 Finance Director returns all Departments'
 budget requests to the Board of Finance

March 2 Regular mtg. Board of Finance will analyze and
March 3, 4, 9, 10 investigate estimates and hold budget
 discussions with Department Heads,
 Boards and Commissions. Meetings to be
 held at 7:00 P.M.

March 22 (Monday) Public hearing on budget 7:00pm
 SSES Cafetorium

March 23,24,25 Revise budget requests and prepare
March 30 final recommendations for preparation
 acceptance of budget document.
 Meetings at 7 p.m.

April 12 Submit budget for the April 16, 2021 newspaper publication.

April 26 (Monday) Annual Town Meeting - budget adoption
 SSES Cafetorium 7:00 p.m.

May 4 Referendum next day after Regional 9 Budget meeting of May 3(tentative)

All meetings will be at the Senior Center - unless so noted above.